

Session 5: e-Portfolios

Purposes of the e-Portfolio

1. Much like artists keep a portfolio of their work, you can keep an e-portfolio to display the work you have done.
2. It is all about selling yourself - it can be the difference between you getting called into an interview or someone else.
3. Everything you include should have one purpose – to advance your career.
4. It is also fun. A chance to be creative, to experiment both artistically and technically.

UH Manoa LIS student's e-portfolio, Nobuko Miyairi
<http://www2.hawaii.edu/~nmiyairi>

Basic Elements of an e-Portfolio

1. Home page with contact information and links to your other pages.
2. Work history/resume/curriculum vitae.
3. Courses you have taken, class syllabi, examples of your academic class work.
4. Examples of library/technical related projects you participated in or developed.
5. A “this site last updated” marker to show currency.

UH Manoa LIS student's e-portfolio, Asako Shiba
<http://www2.hawaii.edu/~shiba/>

Optional Elements of an e-Portfolio

1. Extra personal information – family pictures, friends, trips, hobbies, philosophy, to name a few ideas. But make sure that whatever you include makes the right impression on a potential employer. Maintain a separate directory and do not link to it from your e-portfolio if you want to display your wild and crazy side.
2. Avoid passé links to search engines or other commonly known sites – the site is about you, it is not an alternative to Google or Yahoo.

UH Manoa LIS student's e-portfolio, Jennifer Brown
<http://www2.hawaii.edu/%7Ebrownen/>

e-Portfolio Templates / site design templates

- <http://www.hawaii.edu/sla/eportfolio/> – copy and paste the template HTML from this page to your own file. *note* these are very basic outlines, which do not include style elements.
- <http://www.hawaii.edu/slis/webteam/portfolio/> – follow the links for “samples” to see template ePortfolios for various library tracks.

- <http://webhosting.yahoo.com/ps/sb/> – a commercial site where you can download (for a fee) site templates.
- **CSS templates:** These sites offer a few of the most basic CSS templates, check them out, download the code, and customize your colors and content!
<http://www.benmeadowcroft.com/webdev/> – a few of the most basic CSS templates.
<http://www.solucija.com/home/css-templates/> – some more sophisticated outlines.
<http://webhost.bridgew.edu/etribou/layouts/index.html> – six-ish colorful templates, with menus
<http://www.oswd.org/> – takes a little bit to load, but offers a whole directory of designs, layouts, and templates.

Designing an e-Portfolio

1. Organize your content and keep consistency throughout the site
2. Provide navigation that is simple, clear and consistent.
 - Use links with text that clearly defines the link or use intuitive graphics.
 - Navigation from page to page must be simple and clear.
 - Place links consistently in the same place.
 - Check all links – prevent broken links.
 - Make sure all images appear – no funny empty boxes.
 - Be sure that all pages have a link that can return you to the home page.

UH Manoa LIS student's e-portfolio, Jennifer Beardsley
<http://www2.hawaii.edu/~beardsle/>

3. Avoid tacky, abusing animation or graphics. No blinking text!! No gee wiz gadgets - site meters!!

Anonymous
<http://www002.upp.so-net.ne.jp/bape/HOMEPAGE/HTML2.htm>

4. Do not sacrifice quality to make your site compatible with old browsers. This was a problem in the past when companies were rushing to get their software to market and there were many incompatibles between competing browsers. Anyone you want to impress or work for will have sufficiently up-to-date computers and software.

UH Manoa LIS student's e-portfolio, Yoko Kudo
<http://www2.hawaii.edu/~yokokudo/>

5. Design your webpage to look good on monitors that vary greatly in size and dimensions. Be careful of small fonts, large fonts, tables that squish the contents, justification that separates left from right excessively.

UH Manoa LIS student's e-portfolio, Yvonne Meulemans
<http://www2.hawaii.edu/%7Eymeulema/>

6. Learn from others - from time to time study other examples of e-portfolios to learn new techniques and designs.

UC Berkeley School of Information Management and Systems, SIMS
http://www.sims.berkeley.edu/people/?directory_type=Masters%202005

University of British Columbia School of Library, Archival and Information Studies (SLAIS)
<http://www.slais.ubc.ca/PEOPLE/students/resumes.htm>

7. Visual impact – should make anyone visiting the webpage think that a professional graphic artist created your layout. (Nothing to worry about when doing your first e-portfolio, but something critically important as you get close to finishing the LIS degree).

UH Manoa LIS student's e-portfolio, Lisa Nguyen
<http://www2.hawaii.edu/~tpnguyen/>

UH Manoa LIS student's e-portfolio, Richard Miles
www.milesmultimedia.com/eportfolio/

BIBLIOGRAPHY:

Here are some useful books to read for more information on HTML, CSS, and Information Architecture:

[Don't Make Me Think: A Commonsense Approach to Web Usability](#) by Steve Krug
Highly Recommended! This book explains, in very readable language, all about how to layout a page / site so that it is the most friendly and easy-to-use for your users.

[Designing CSS Web Pages](#) by Christopher Schmitt
Recommended! This book is a good read that covers the beginning stages of planning a website, designing layout, and implementing the code. Good for beginning and intermediate users, but probably too wordy for advanced users.

[Cascading Style Sheets: The Definitive Guide 2nd ed.](#) By Eric Meyer
Recommended for intermediate CSS users. This book is not that easy to read, frankly, but contains a lot of good explanations about the rules of certain CSS features. This is a good reference book to have if you're stuck on a problem and need some answers.

Practice Exercise

We have created an ePortfolio template for you to work from. It uses basic HTML and CSS and is deliberately simple to focus on collecting the essential information to include in an e-portfolio and not get bogged down in overly complex code. It is designed to be a foundation to build on as your knowledge of webpage authoring increases.

- One page will be your home page and contain contact info and links to your other pages.
- The second page is for courses, syllabi, papers and presentations.
- The third page is where you show your resume or curriculum vitae.
- The fourth page to list special projects you have developed or were involved with.
- A fifth page is optional and for personal information.
- The sixth file is the CSS file, which controls the style for all the pages, and which you can customize to your own tastes.

The five template files ([index.html](#); [courses.html](#); [resume.html](#); [projects.html](#); and [personal.html](#)) and the CSS file ([eportfolio.css](#)) are found on the webteam website here:

www.hawaii.edu/slis/webteam/portfolio/template

Copy these five files to the computer you are working at, then copy the files to the public directory of your UH Unix account. They all need to be in the same folder, or directory, to work. You can transfer the documents you have produced during the web-sessions to this directory and then link to them from the pages in your e-portfolio website.

Webteam members can help you “FTP your files with SSH” if you run into a glitch transferring files from the computer you are working on to the server that makes them publicly available through the internet.

Start making changes on the template files. You do not have to worry about completing this assignment today. In fact you will never really be finished with an e-portfolio the rest of your career. There is always information to add or update and enhancements you can make at anytime. Copy all changed files to the public directory of your UH Unix account before shutting down the computer.

Final note

Although this is a basic template it is a powerful tool. An e-portfolio is dynamic. In contrast to a simple lifeless paper resume an e-portfolio is vibrant. Not only can you show your technical aptitude you can show your creative abilities. From time to time study other examples of e-portfolios to learn new techniques and designs. The ability to develop your own e-portfolio will become one of the most important skills you will acquire to advance professionally in library and information science careers.